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**Town of Vernon
Design Review Commission (DRC)**

Wednesday, April 1, 2015

7:00 PM

Council Chambers

Vernon Town Hall, 3rd Floor, 14 Park Place
Rockville / Vernon, CT

APPROVED MINUTES

1. Call to Order & Roll Call

- Meeting was called to order at 7:00pm.
- Regular members present: Robert McGarity, Michael Guminiak, Howard Steinberg, and Daniel Robertson
- Alternate members present: Robin Lockwood
- Staff present: Shaun Gately, Economic Development Coordinator
- Recording secretary: Audrey Lanz

2. Approval of Minutes of January 5, 2015

A motion was made by Robin Lockwood and seconded by Robert McGarity to approve the minutes as amended. Motion passed unanimously.

3. Amendments to Agenda

- None

4. Referrals from PZC and / or Planning Department

Application (PZ-2015-04) for Richard Korris for a Site Plan of Development for 1 retail building and another for commercial use and special permit for drive through in commercial zone and more than 40 off street parking spaces.

- Michelle Carlson, engineer from BL Companies, submitted to record the site plan and design elements to be used.
- Michelle Carlson submitted to record small scale drawings of the site plan and a packet on the proposed lighting.
- A discussion ensued on the traffic flow around and between the two buildings.
- A discussion ensued on building colors and design elements that will be used.

Daniel Robertson made a motion to approve the design plans as presented, including the proposed bank, with the following conditions:

- Bank must use the same design elements
- All signage needs to be submitted for approval

Robert McGarity seconded the motion and the motion passed unanimously.

5. Administrative Action

A. Correspondence

- Terrance Monahan's resignation letter

B. Membership

- None

C. Other

- None

6. Guidelines

- Daniel Robertson passed out a rough draft of the Design Review Guidelines for the Commission to review, change, and / or correct.
- A discussion ensued on the examples that are presented in the guidelines.
- The criticism on page 24 will be removed as the book should only reflect the guidelines the Commission wants.

Robin Lockwood made a motion to approve the Guidelines as amended. Robert McGarity seconded the motion and the motion passed unanimously.

7. Other Business

- None

8. Adjournment

Howard Steinberg made a motion to adjourn and Robert McGarity seconded the motion. The motion passed unanimously.

Respectfully Submitted

Audrey Lanz

Recording Secretary